To

[The Recipient Name]  
[Department Name]  
[University Name]

Subject: Complaint against the unprofessional attitude of [Professor Name]

Dear Sir,

My name is Anderson, a student of BS English 5th semester at this university. Through this letter, I wish to inform you about the unprofessional behavior of our professor Mr. Johnson, who is teaching us modern poetry. Nowadays, we are suffering a lot due to his unprofessional attitude.

I had never anticipated writing like this before but owing to the unprofessionalism of the said professor, I have been forced to do so. The first and foremost thing about him is that prior to teaching the lesson, he is not prepared, this thing is shown in the class very clearly because he does not know what to teach, and hence, he wastes the whole time while talking about things other than the lesson. While doing so, he crosses the student-teacher limit most of the time and forgets completely that he is a professor and his primary duty is to teach us instead of wasting our time. Moreover, he always comes late in class and leaves the class before the period ends.

Owing to his unprofessionalism, we are not getting the up to date knowledge of the subject and suffering a lot. Therefore, it is our humble request to you to take a personal interest in this matter and solve our problem on a priority basis. Otherwise, final exams are about to reach, and we have not prepared ourselves well due to the stated problem. Your kind attention will be a great virtue and we all say you thank in anticipation of resolving our issue.

Yours affectionately,  
[XYZ]